

विश्वभारती
VISVA-BHARATI



CIRCULAR

No. : Estab/E-III/IPR

8th January, 2026

Sub : Declaration of immovable/ movable property etc. by the employees of Visva-Bharati under rule 18 of CCS Conduct Rules

Every employee (Group A & B) including faculty members of the University on the first appointment to any cadre or post and thereafter on such intervals, as may be specified by the University, has to submit a return of his/her assets and liabilities in such form as may be prescribed by the University for giving particulars regarding :

- (a) Immovable property inherited by him/her, or owned or acquired by him/her on lease or mortgage either in his/her own name or in the name of any member of his/her family or in the name of any other persons.
- (b) Shares, debentures and cash including bank deposits inherited by him/her or similarly owned, acquired or held by him/her.
- (c) Other movable property inherited by him/her or similarly owned, acquired or held by him/her ; and
- (d) Debts and other liabilities incurred by him/her directly or indirectly.

All employees (Group A & B) including faculty members of the University are requested to furnish return in the prescribed form attached herewith for the year ending December 2025 latest by 31st January, 2026.

This is issued as per the direction received from Ministry of Education, Department of Higher Education, (Central University Bureau), GOI regarding submission of Immovable Property Return by the employees of all Central Universities vide letter (No.C-19011/7/2017-Vig. Dated 2nd January, 2026).

This information furnished will be treated as **confidential**.

Sd/-
Registrar
Visva-Bharati

Enclo : As above

Copy forwarded for information and necessary action to :-

1. All Directors/All Principal of Bhavanas
2. All Heads of Academic & Administrative Departments/Centres/Offices/Sections
3. Finance Officer, Visva-Bharati
4. Joint Registrar (Accounts)
5. Internal Audit Officer, Visva-Bharati
6. Deputy Registrar (Establishment)
7. Joint Registrar & CS to Vice-Chancellor
8. Assistant Registrar (Meeting)
9. P.A. to Registrar, V.B.
10. In-Charge, Hindi Cell- (With a request to translate it into Hindi and arrange to upload in the University Website)
11. University Webmaster- Please upload it in the University Website

[Handwritten signature]
Registrar
Visva-Bharati
कुलसचिव
विश्वभारती
Registrar
Visva-Bharati



**VISVA-BHARATI
SANTINIKETAN**

Statement of Assets and Liabilities for the year ending.....

Name of Officer (in full) with designation

Section/Division in which working

Details of immovable property

Name of Distt. Sub-Division Taluk and Village in which property situated	Name & details of property home & lands other building	Present Value & Annual income	If not in own name, status in whose name held and his/her relationship to the official and how acquired	Shares, Debentures and Cash, including bank deposits inherits by him/her or similarly acquired or held by him/her	Other movable property inherited by him/her or similarly owned acquired or held by him/her	Debts & other liabilities incurred by him/her directly or indirectly	Remarks
1	2	3	4	5	6	7	8

Signature

Place.....

In case where it not possible to assess the value accurately the approximate value calculated in present conditions may be indicated.

NOTE

1. The declaration form is required to be filled in and/submitted by every member of the staff of the V.B. under rule 18(I) of the CCS (Conduct) rule on first appointment to the service and thereafter, at the interval of every 12 months giving particulars of all immovable/movable property etc. owned acquired or inherited by him/her or held by him/her on ease or mortgage in his/her own name or in the name at any member of his/her family or in the name of other person.
2. The value of items of movable property worth less than Rs. 1000/- may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, books etc. need not be included in such returns.
3. Please affix additional sheet if the space above is insufficient for full particulars.